

## *Vacancy Details*

<b>Personnel Notice:</b>	36-15
<b>Date Announced:</b>	03/30/2015
<b>Closing Date:</b>	4/20/2015
<b>Command:</b>	Commander, Navy Installations Command
<b>Grade:</b>	GS-15
<b>Type:</b>	Senior Associate Counsel

There is vacancy for an attorney to serve as Senior Associate Counsel (Civilian Personnel Law), Commander, Navy Installations Command (CNIC), at the CNIC Office of General Counsel located at the Washington Navy Yard, Washington, D.C. CNIC's mission is to provide consistent, effective, and efficient shore installation services and support to sustain and improve current and future Fleet readiness and mission execution. The CNIC Office of General Counsel is under the general supervision and coordination of the Department of the Navy (DON) Office of the General Counsel (OGC) and provides legal services to CNIC and its Regions. More information about CNIC can be found at [www.cnic.navy.mil](http://www.cnic.navy.mil).

The focus of the CNIC OGC practice is installation law, which includes business and commercial law (including appropriated and non-appropriated fund contracts); civilian personnel law (appropriated and non-appropriated fund personnel); environmental and land use law; real and personal property law; fiscal law; community and legislative relations; military community welfare and recreation support; ethics/standards of conduct; and litigation. The successful applicant will be expected to perform the full range of OGC practice, with an emphasis on civilian personnel law and labor-management relations. Civilian personnel law (CPL) includes matters pertaining to the Equal Employment Opportunity Commission (EEOC), the Merit Systems Protection Board (MSPB), federal court litigation, disciplinary actions, performance appraisals, and requests for reasonable accommodation. Labor-management relations includes negotiability determinations, unfair labor practice charges, collective bargaining and impasse procedures, representation petitions and arbitrations.

This position may also be responsible for providing advice regarding the Freedom of Information Act (FOIA)/Privacy Act and ethics/standards of conduct. The position reports to the CNIC Deputy Counsel.

This is a supervisory position with the incumbent being responsible for supervision of one to two attorneys, and/or staff personnel. As well, incumbent is CNIC's subject matter expert for CPL and is responsible for keeping abreast of the latest in this practice area and sharing his/her knowledge with Team CNIC OGC CPL practitioners. In addition, the incumbent: 1) works closely with the Director, Total Force Management and staff reviewing and providing guidance on civilian personnel policy; 2) serves as the lead CPL Counsel for consultation on matters from civilian practitioners across the CNIC enterprise; 3) serves at the CNIC CPL liaison on those matters requiring coordination with the Naval Litigation Office and/or Assistant General Counsel (Manpower & Reserve Affairs); 4) monitors the CPL workload in regions to determine if assistance is needed from other CPL practitioners throughout Team CNIC OGC or other OGC offices, and 5) is expected to conduct, at a minimum, quarterly round tables with Team CNIC OGC personnel/CPL practitioners.

The successful applicant must have at least five and a half years of relevant legal experience in CPL and labor-management relations; including experience before the EEOC, MSPB, or Federal Labor Relations Authority.

Applicants will be evaluated on their: 1) depth, breadth, and quality of their experience in CPL and labor-management relations, including successful civilian personnel litigation experience before the EEOC, the MSPB, in federal courts and before arbitrators; 2) research, analytical, writing, and oral communication skills; 3) problem solving abilities; 4) supervisory, management, and leadership ability; and 5) interpersonal skills, including an ability to work as part of a team, as well as their ability to work independently. In addition, an applicant's ability to concurrently handle multiple and sensitive issues posed by clients, supervisors, and OGC colleagues on a quick turn-around basis is highly desirable. Familiarity with CNIC, DON, and DON OGC will be favorably considered in addition to the evaluation criteria.

The successful candidate must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, be admitted to practice before a state or federal court, and be eligible to obtain and maintain a Secret security clearance.

Interested attorneys may contact Josie C. Dristy, Counsel, CNIC at (202) 433-4808 or Matthew K. Gagelin, Deputy Counsel, CINC at (202) 433-4806.

Applicants must submit a cover letter explaining their interest in the position, along with a resume, two short writing samples, two most recent performance appraisals (if available), and the names and telephone numbers of at least three references that can speak to their professional qualifications (other than current supervisors) who may be

contacted. Current federal employees must also provide a copy of their most recent SF-50 form.

Electronic submissions are highly encouraged and should be sent to [CNICOGCJOBS@navy.mil](mailto:CNICOGCJOBS@navy.mil).

If electronic submission is not possible, the requested information should be sent to:

Tanya Brown  
Commander, Navy Installations Command (OGC)  
716 Sicard St. SE  
Washington Navy Yard, DC 20374-5140

This personnel notice will close at 11:59 PM, EDT on April 20, 2015, and applications must be received by that date to be considered.

If the successful applicant is not a current member of the DON OGC, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see <http://www.ogc.navy.mil/careers/documentation.aspx>).

Applicants eligible for Veterans' Preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying Veterans' Preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for Veterans' Preference will not receive this positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:  
[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

If relocation expenses are a requirement, the applicant should state that on the application. Relocation expenses may be paid, but are not guaranteed.

#### **THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

**The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.**

**The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**

#### **VETERANS PREFERENCE IN HIRING**

**Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.**